

**County of Sussex**  
**Position Announcement – Accounts Payable Clerk**

The County of Sussex is accepting applications for the position Account Clerk. Duties include, but are not limited to: Run an updated accounts payable edit batch to include the final corrections and adjustments; posts invoices to General Ledger; print accounts payable checks and produce financial reports (i.e. REPORTS- A/P Check Register-AP100; A/P Check Register by Dept-AP100DD; A/P Void Check Register-AP051; A/P Treasurer Check Register-AP100B; A/P Entry Register-AP050; Cash Requirement-AP080; A/P Detail Vendor Prelist-AP068; Invoice G/L Recap-AP040; Fund Breakdown Report; A/P Utility Deposit & Credit Refund-AP095; submits checks, check register, AP edit batch to the County Administrator for final review and signature; enters information into computer; Process Juror Payments ; Process request for Employee Travel or Other Reimbursements; Maintain Vendor Files, Maintain and Assign Project Codes for Grants; Compile Monthly Reports for Board Meeting; Distribute Monthly Reports to Departments; Process Inmate Payroll; assists in the retrieval and search for information; checks bills and invoices for proper coding and filling in appropriate categories; verifies accuracy of check requests and prepares various checks for signature; produces financial reports; assists in gathering, assembling, tabulating and verifying financial or statistical information; handles inquiries from vendors; processes travel and expense statements; posts checks balances and adjusts financial accounts; prepares purchase orders, requisitions and correspondence; files various fiscal transaction documents; utilizes computer, calculator and other standard office equipment incidental to maintaining records; maintains inventory of necessary office supplies and orders as required; performs clerical and office assistance duties as required; performs related tasks as required.

**Requirements:** General knowledge of finance/billing systems/administration; general knowledge of bookkeeping terminology and methods; general knowledge of accounting theory and their applications to accounting transactions; general knowledge of standard office procedures, practices and equipment; knowledge of Microsoft Word, Excel, Outlook, AS400; High school graduate and a minimum of 3 or more years of experience in finance, account receivables, billing or any combination. Experience in local government finance preferred.  
**Salary DOE/DOQ.**

Submit Confidential **VA State Application Form DHRM 10-012, Cover letter and resume** to Thomas E. Harris, County Administrator, Post Office Box 1397, 20135 Princeton Road, Sussex VA 23884, or via e-mail [teharris@sussexcountyva.com](mailto:teharris@sussexcountyva.com). Visit [www.sussexcountyva.gov](http://www.sussexcountyva.gov). The position is open until filled. Applications will be reviewed on a first come basis. No phone calls please.

Sussex County is an equal opportunity employer. EOE/ADA/Drug Free Workplace.